

- **Introduction:** The student will need to introduce what the research proposal topic is about. See page 271 of your textbook. (Estimated length – one page)
- **Problem Statement:** You need to identify a very specific problem within the stated topic. Do not let that problem be too broad. It should be narrowed down to a specific problem that is researchable. Present that problem in a general thesis statement stating why the problem is important enough to study. (Estimated length – one paragraph)
- **Rationale for the Research:** You will need to explain what the study intends to accomplish. What rationale was used to determine the importance for this study? How does your study relate to larger issues? Make a persuasive statement to justify the reason for the study. Why is the study important? To whom is it important? What benefits will occur if this particular study is done? (Estimated length – half a page)
- **Statement of the Research Objectives:** Identify the objectives and the purpose for the study. Example: The purpose and the objectives for this study are to ... identify/understand/determine.... (Estimated length – half a page)
- **Hypothesis:** A hypothesis is really an educated guess. A hypothesis results when the questions are transformed into statements that express the relationships between the variables within the proposed study. It is sometimes referred to as an "if/then" statement. See page 7 of your textbook. (Estimated length – half a page)
- **Definition of Terms:** Define a minimum of five terms used throughout the proposal so that readers can be sure to understand the meaning of the terminology used. An example of a definition is: "For the purpose of this research, improvement is operationally defined as post test score minus pretest score." (Estimated length – half a page)
- **Summary:** Include a restatement of the problem and a summary of the proposal. (Estimated length – one paragraph)
- **Review of the Relevant Literature/Related Research/Literature Review:** Provide a minimum of five research studies that address the same topic chosen for the proposal.
 - What are the similar areas of study or studies that lead up to the current research? Identify the importance of the questions being asked.
 - Report on the current status of the topic.
 - Analyze the relationship between the literature reviewed and the problem statement.
- Include a summary, along with a restatement of the relationships between the variables under consideration and how these relationships are important to the proposed hypothesis. (Estimated length – two to three pages)
- **Method/Research Procedure/Methodology:** Determine the method of research for the proposal. Examples could be: qualitative, quantitative, and case study. See page 271 of your textbook. (Estimated length – two paragraphs)
- **Participants:** Provide specific identification for the proposed participants for the study. Include a description, the possible number within the population, the proposed location, and the selection procedure. Be specific when identifying the selection process. Then identify how a representative sample will be drawn from the population. (Refer to Chapter 4, pages 89-102, for examples.) (Estimated length – half a page)
- **Research Design:** Determine how to conduct the data collection and the proposed analysis. See page 15 of your textbook. (Estimated length – half a page)
- **Instrumentation and Data Collection Plans:** State the sources and/or instrument(s) proposed to be used to record the data (surveys, interview protocols). Identify the procedure. For a mailed survey, identify steps to be taken in administering and following up the survey to obtain a high response rate. Determine how to specifically conduct the research based on the proposed sample. See page 149 of the textbook. (Estimated length – half a page)
- **Proposed Analysis of the Data:** Identify what results are expected from the sample. Identify how the categories of responses will be determined and analyzed. Address specifically what the proposed results could infer back to the population. Answer the following questions:
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APA Guidelines

CSU requires that students use the APA style for papers and projects. Therefore, the APA rules for formatting, quoting, paraphrasing, citing, and listing of sources are to be followed. A document titled "APA Guidelines Summary" is available for you to download from the APA Guide Link, found in the Learning Resources area of the myCSU Student Portal. It may also be accessed from the Student Resources link on the Course Menu. This document provides links to several internet sites that provide comprehensive information on APA formatting, including examples and sample papers.

- What variables will be included in the analyses?
 - Identify the dependent and independent variables if such a relationship exists.
 - What is the decision making criteria (e.g., the critical alpha level)?
 - Will computer software be used in the analysis? If so, identify what will be used.
 - Explain how to assess the validity of the measurement.
 - Explain how to measure the reliability of the variables.
- See page 155 of the textbook. (Estimated length – one to two pages)
- **Implications and Limitations:** Identify and label a minimum of two (2) implications and a minimum of two (2) limitations for the proposed study. At a minimum, answer the following questions:
 - What implications and assumptions are being made regarding the proposed sample and how it represents the proposed population?
 - What assumptions are you making regarding the instrument's validity and its ability to measure the desired variables?
 - What assumptions are being made in having respondents truthfully answer a survey, questionnaire, or interview questions?
 - Identify the limitations of the research proposal, such as the limited population for the study.
 (Estimated length – one page)
 - **Appendices and References:**
 - Time Schedule/Time Line: Propose how long the research process could take (hypotheetically). Remember that a proposal stops at the proposal stage and that there is no actual research conducted by you. You are to propose what you will do and when to carry out the study. (Estimated length – two paragraphs)
 - Resources Needed: List and explain all proposed resources (e.g., computers, programs, surveys, etc.). (Estimated length – two paragraphs)
 - Personnel: List the categories or types of assistance needed from others (not the participants) to conduct the proposed research. (Estimated length – one paragraph)
 - Budget: List all expenses proposed to incur during the research. Include all details for the proposed budget, and then add them up for a total proposed budget. (Estimated length – half a page)
 - Needed Assurances/Clearances: Include the proposed releases needed for tests, surveys, or other instruments that may be used to conduct the research. Research involving humans require consent forms. Create and include the voluntary consent form for participant permission. See pages 80-81 of your textbook. (Estimated length – one page)
 - Surveys/Questionnaires/Interviews: Create and include the list of questions proposed to be asked for the research. Make sure the questions pertain to and support the problem statement, the objectives of the study, and the hypothesis. Include the possible answers when using a multiple-choice or Likert format. (Estimated length – one to two pages)
 - References: List a minimum of five references used for the Literature Review of this Research Proposal. Follow APA guidelines regarding use of references in text and in the references page. Only references cited in the text are to be included in the references page. See page 282 of the textbook. (Estimated length – one page)